



CASPER AREA

# **METROPOLITAN PLANNING ORGANIZATION**

*Working with the public, elected officials, and professional staff to plan our road, trail, bus, and rail systems.*

Bar Nunn | Casper | Evansville | Mills | Natrona County | WYDOT

## **TRANSIT DEVELOPMENT AND COORDINATION PLAN UPDATE**

Project ID# MPO 15-06

### **REQUEST FOR PROPOSALS**

**Solicited by the  
Casper Area Metropolitan Planning Organization**

**December 12, 2014**

**Casper Area Metropolitan Planning Organization  
200 North David  
Casper, Wyoming 82601  
(307) 235-8255**

## **TRANSIT DEVELOPMENT PLAN UPDATE**

### **INTRODUCTION:**

The Casper Area Metropolitan Planning Organization (MPO) is seeking the services of a professional consulting firm for the update and development of an innovative and comprehensive Transit Development Plan (TDP) for the Casper urbanized area. This plan will cover the Federal Fiscal Years 2015-2020 and will produce short and long term goals.

### **BACKGROUND:**

The Casper Area MPO is responsible for maintaining a continuous, comprehensive, and cooperative transportation planning process for the urbanized area. This area is served by Interstate 25, several major highways, an international airport, a public transit system, and a system of roads, bicycle paths, and pedestrian facilities. The estimated population of the Casper Metropolitan Area for 2014 is approximately 75,000.

The City of Casper, which houses the MPO, is the designated recipient of FTA 5307 grant money and contracts transit services with the Casper Area Transportation Coalition (CATC), a private non-profit corporation. The most recent operations contract was authorized in 2012 with a potential five year horizon ending in 2017. CATC provides both a fixed route deviation service called The Bus and a paratransit system referred to as "CATC". The City of Casper has four routes with 114 stops for The Bus. The Towns of Mills and Evansville each have one bus which connect to the City of Casper's system for a total of six routes. CATC provides the paratransit service throughout the different towns and City, as well as urbanized portions of Natrona County. The total bus fleet uses twenty buses (seven fixed route deviation and thirteen paratransit).

The operation of the transit system is funded in part by a Federal Transit Administration (FTA) grant under the provision of Section 5307, Section 5316 JARC funds from the Wyoming Department of Transportation (WYDOT), local match dollars from Casper, Mills, and Evansville, and service contracts between CATC and other organizations. The City of Casper also contributes between \$35,000 and \$50,000 of Community Development Block Grant funds to low income riders, depending on funding availability. Finally, fare box revenue supplements the total funding.

The Bus operates all routes Monday through Friday, 6:30 a.m. through 6:30 p.m. Saturday service within the City of Casper operates from 7:30 a.m. to 3:00 p.m. with no service to Mills and Evansville. Transfers and children under the age of five are free. Adults and youth ride for \$1.00, students for \$0.75 and elderly and disabled \$0.50. Route deviation is also available for the general passenger for \$2.00 each way, and \$1.00 each way for the elderly, disabled, and Medicare recipients. Monthly passes are also available for purchase.

CATC operates Monday through Friday 6:30 a.m. through 7:30 p.m. and Saturday from 7:30 a.m. to 3:00 p.m. The cost for elderly and disabled is \$2.00 per one way trip, \$5.00 for general public and \$1.00 for children 12 and under when accompanied by an adult traveling to the same destination.

CATC has operated as the area's public transportation provider since 1982. In April 2005, the City of Casper entered into a contract with CATC to provide a fixed route service called The Bus. Fiscal Year 2006 was the first full year of operations. At that time, CATC was responsible only for providing paratransit services. Ridership has continued to increase since the inception of the fixed route system while CATC ridership has decreased.

	CATC	The Bus
2006	65,660	69,374
2007	58,261	74,333
2008	59,190	103,608
2009	57,286	118,935
2010	55,797	125,549
2011	56,505	133,776
2012	56,215	157,711
2013	57,602	154,922
2014	53,249	165,734

**PROJECT GOAL:**

The Transit Development Plan will improve the efficiency of the Casper area transit program by providing (1) recommendations for the system's management and operations structure, (2) a fleet/asset management and modernization plan, (3) recommendations on the expansion of services, and (4) overall enhancement of public transportation options for core user groups, including seniors, disabled individuals, and the general public.

**SCOPE:**

The Casper MPO has budgeted \$50,000 to complete this project.

The TDP will provide a comprehensive evaluation of the vision and mission of public transit in the Casper area including goals and objectives. The plan will need to include:

1. *Metropolitan Planning Area profile*
  - Identify relevant socioeconomic, demographic, special populations, land use features, and other characteristics of the study area as they may relate to the provision of public transit services.
2. *A critical evaluation of the current system and procedures*

Prepare an evaluation of the existing transit service. Evaluate the current scope of service, reliability, vehicle use, and determine appropriateness of current services in comparison to use needs. Particular attention should be paid to how the system currently performs by conducting rider interviews and questionnaires; user characteristics; origins, destinations, and travel patterns of users; completing on-time performance surveys and related analysis; and public satisfaction with the quality of the service.

This evaluation should include:

- Fixed Route and Demand Response operational review
  - Areas not presently served by transit or marginally served when compared to projected demand should be identified. User needs including benches, shelters, designated stops, signs and other street level fixtures as expressed through surveys or other data collection techniques and best transit planning techniques should be thoroughly presented
- Transit system security
- Current employee pay scale and competitive wage rates
- Fleet composition, including a review of the current type of buses (cutaway truck chassis for both fixed route and demand response), their deteriorating age, and their utility given current and future ridership levels
- A review of the administrative and operations structure of the transit program
- A comparison between Casper's transit system in relation to other similar communities and systems
- Public meetings with elected officials, professional staff, human service organizations, and the general public

### *3. Future Forecast*

All forecasts should be coordinated with the social services sector and existing plans (Long Range Transportation Plan and Metropolitan Transportation Improvement Program). All forecasts will promote multimodal transportation enhancements.

- Detailed ridership projections by service type, route, and growth area(s)
- Capital improvements to facilities (5 year horizon)
- Capital acquisitions for rolling stock and equipment, including vehicle type (5 year and 10 year horizon)
- A review of alternative fare models, including fare-free, that includes the financial and operations impacts each alternative fare model
- Required funding levels to maintain existing service assuming stagnant federal revenues
- Required funding levels to expand service

4. *Develop a transit asset management plan compliant with MAP-21 regulations for the Casper transit system.*
  - Capital asset inventory
  - Condition assessments and tools (reports, evaluations, analytics) to complete future condition assessments by City staff
  - Investment prioritization by the number and type of asset, particularly bus rolling stock
  - Recommended performance targets (in the absence of national or state goals, the Consultant will provide reasonable targets comparable to other similarly sized systems in the industry)
5. *Recommendations for short-term and long-term improvements and a realistic implementation plan for those recommendations.*

Goals. Goals should be formulated for both the fixed route and paratransit service. The goals should be realistic, achievable and should reflect the community's current state. In addition, the consultant shall finalize service plan details with complete descriptions of the services or service expansions to be provided, institutional changes that may be required to implement the proposed service, operating policies and procedures, fare structure, vehicle and labor requirements, expenses and revenues, and capital requirements. The plan should address a five-year planning horizon, estimates for future services and implementation time frames. The recommended service plan must fully comply with the requirements of the Americans with Disabilities Act and MAP-21.

Service designs should include a description of the alternative in sufficient detail for the staff to evaluate the overall impact of the alternative in comparison to existing operations. These designs should be specific as to the expected year of implementation. It is anticipated that a combination of service delivery strategies and modes will be employed. Provide a comparison of alternatives including ridership projections, vehicle requirements, administration and operational structure, and associated capital/operating costs.

Funding plan. Suggest funding alternatives. Local and State mandated funding and corporate and private donations should be explored. A specific action program and program of projects should be documented for securing/obtaining each suggestion.

Implementation program. The plan should detail a project prioritization and staged program of implementation, including estimated costs of recommended actions. Key actions, milestones, and responsible parties should be identified.

Measurement. The Consultant should provide a framework on how the MPO should continue to evaluate and measure the success and ability to achieve the outlined goals. Specific measurements methods should be outlined.

Public information dissemination. The consultant will be expected to make periodic presentations to a steering committee that will oversee this project. The consultant will also be expected to prepare draft public information releases, graphic materials, maintain a website page, conduct public discussions and meetings, and inform media representatives on important issues as the study is prepared. The Consultant will be expected to present to the MPO Policy Committee, the Casper City Council, and the Casper Area Transportation Coalition Board of Directors.

These public outreach methods must be in compliance with the MPO's Public Participation Plan.

### **Project Schedule**

It is anticipated that this study, including presentation of a final report to the MPO Committees, will be completed and delivered to the MPO Manager within a nine month timeframe, beginning in April 2015 and ending in late December 2015.

#### *Draft Report*

The Consultant shall provide the MPO with twelve (12) hard copies and one (1) electronic copy on a thumb drive of a draft report for review by the MPO Technical Committee.

#### *Final Report*

After final review and acceptance, the Consultant shall provide the MPO with eight (8) copies of their final report suitable for reproduction and a copy of the final report on a USB thumb drive.

### **SUBMITTAL PROCEDURES:**

Proposals prepared in response to this solicitation must be submitted in five (5) copies and one (1) electronic copy on a USB thumb drive on or before 4:30 p.m., local time, January 30, 2015, to:

Andrew Nelson  
MPO Manager  
200 North David Street  
Casper, WY 82601-1815

Addenda, clarifying questions, exceptions, or other issues with this RFP must be submitted **in writing** (either by letter or email) to Andrew Nelson. Official statements regarding these questions will be processed and uploaded to the City of Casper's website after two separate cutoff dates.

<b>Cutoff deadline</b>	<b>Responses uploaded</b>
11:59 PM – Dec 23, 2014	Dec 30, 2014

11:59 PM – Jan 9, 2015	Jan 16, 2015
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The following general framework should be used in the proposals:

1. Introduction: A brief introduction of the individual(s) or firm(s) involved in the proposal and relevant experience with similar projects.
2. Work Plan: A proposed work plan for project tasks and work products. Please include a scope, schedule, and **separate sealed budget**. The work plan must show how each task outlined in the scope of services is to be accomplished and the format of the work products. The work plan may show additional suggested tasks or work products that would improve this project's ability to fulfill stated objectives. Also include a proposed project management timeline with appropriate milestones and regular status meetings. The MPO supports the Natrona Regional GIS Cooperative (NRGC). As part of the work plan, the successful consultant will discuss their strategy for collecting, managing, and transferring data to the MPO for use with the NRGC. The MPO will provide a central contact person for all data concerns.
3. Personnel: Tasking of personnel, including expertise and qualifications of key team members assigned to the project, should be included. A project manager should also be identified.
4. Budget: Include the budget for the tasks, work products, all time and costs, including any work completed by subcontractors.
5. Capacity of the respondent. The respondent's current workload and future project obligations must allow for the timely completion of this project. Do not submit a percentage of time to be spent on this project; a listing of current and obligated future projects will suffice.
6. References: Provide a list of past clients for whom the firm has performed work of a similar nature. For each reference, include a contact name, phone number, email address and mailing address. Include a minimum of four references and no more than seven. Please verify that the listed reference is still employed by the agency prior to submitting the reference *or* provide updated contact information.

### **EVALUATION CRITERIA:**

In order to be considered, a proposal must comply with all requested information/data in this Request for Proposals. Proposals will be judged according the standards listed below. All consultants will be promptly notified.

1. Conformance with submission requirements. Proposals not meeting the specifications of this RFP will not be considered. Late submissions will not be considered.
2. Work Plan/Project Management. This category will evaluate the proposed project timeline, proposed plan to achieve stated objectives, project management strategies to ensure timely completion, and an evaluation of the consultant team's capacity given other current and obligated project commitments. Include a description of staff's ability to produce GIS and IT deliverables in a format acceptable to the MPO in a timely manner, including an action plan for working with City staff for the transfer of those files. (30%)
3. Qualifications, including relevant experience, financial capacity, and staff capabilities. (40%)
4. Proposed Budget. This includes the ability of the consultant to complete the project at or below the established budget. Greater weight will be placed on qualified firms with a lower price proposal, although the MPO reserves the right to select a firm with a proposal other than the lowest price. (15%)
5. Previous experience with Consultant and recommendations from previous employers. (15%)

### **SELECTION PROCESS:**

Consultants will be shortlisted and onsite interviews will take place with the MPO. After a firm is selected, contract negotiations will focus on developing a detailed scope of services. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and another firm will be selected. This process will be followed until a mutually satisfactory agreement is reached.

#### *Pre-Proposal Conference:*

The MPO does not intend to conduct a pre-proposal conference.

#### *Finalist Interviews:*

The MPO reserves the right to conduct in-person interviews with any number of finalists it chooses. If necessary after a preliminary screening, Consultants will be shortlisted and the MPO will hold onsite interviews.



*Acceptance:*

The MPO reserves the right to reject any and all proposals, to waive informalities and irregularities in proposals, and to enter into a contract with any Consultant based solely upon the initial proposal.

*Other Considerations:*

All costs associated with preparation, submittal of proposals and interviews shall be borne by the submitting firm. After a firm is selected, contract negotiations will focus on developing a detailed scope of services. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and another firm will be selected. This process will be followed until a mutually satisfactory agreement is reached or the shortlist of the Consultants is exhausted.

**Tentative Selection and Project Schedule:**

December 12, 2014	RFP released
January 30, 2015	Proposals due
February 2, 2015	Proposal Compliance Review by MPO staff
February 12, 2015	RFP Review/Selection by Technical committee
February 19, 2015	Finalist Interviews (if necessary)
February 20, 2015	Federal Compliance Review of selected consultant by MPO staff
February 26, 2015	Selected Proposal to MPO Policy Committee
February 27, 2015	Notification of Award
March 6, 2015	Contract Negotiation complete; contract submitted to Casper City Council
March 17, 2015	Contract Authorization by Casper City Council
March 20, 2015	Notice to Proceed (approximate)
April 2015	Project Kickoff
October 30, 2015	Draft Report due
November 30, 2015	Final Draft due
December 18, 2015	Final Report and GIS data package due

**Conflicts of Interest:**

The qualification statement shall specifically address any possible conflicts of interest and the Consultant's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this study.

**Special Qualifications:**

The qualification statement shall identify any specific credentials which might make the Consultant uniquely skilled to provide the requested services. These may include similar work experience related to another community of similar size or a project of similar design.

**Subcontractors:**

The Consultant shall be responsible to retain and pay for the services of any

subcontractor necessary to complete the work. The MPO and the Consultant must mutually agree to the use of any subcontractor which the Consultant desires to retain.

**Ownership:**

The MPO and participating partners will retain full ownership of any and all data and materials derived from this project. The MPO and participating partners will also retain full control of the distribution, use and sale of these data. The Consultant is prohibited from using or redistributing these data without prior approval of the MPO.

**Response Material Ownership:**

The material submitted in response to the RFP becomes the property of the MPO and will only be returned to the Consultant at the MPO's option. Responses may be reviewed by any person after a contract is entered into with the successful Consultant. The MPO has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

**Acceptance of Proposal Content:**

The contents of the proposal of the successful Consultant may become a contractual obligation if the MPO wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

**Reference Checks:**

The MPO reserves the right to contact any reference or any client listed in the documents for information which may be helpful in evaluating the Consultant's performance on previous assignments. Consultant shall include a list of organizations (local and otherwise) for this purpose.